

Employee Authorization for Electronic Network Access Charleston Community Unit School District #1

The purpose of providing computers, network and Internet access in the school environment is to promote educational excellence. All use of electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

General Terms and Conditions

1. **Acceptable Use** - Access to the District's electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for legitimate business use.
2. **Privileges** – The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time; his or her decision is final.
3. **Personal Use** - In order to encourage and facilitate the use of the district computers/network/Internet by employees, employees shall be permitted reasonable use of the district computers/network/Internet for personal use. This access is provided as long as the personal use does not interfere with or disrupt the educational process or the normal operation of the district and provided that such personal use does not violate any of the provisions of this policy.
4. **Training** - The district will provide from time to time, at no cost to the employee, training in the use of computers/network/Internet. This training will acquaint employees to the provisions of this policy and will promote the proficient use of the computers/network/Internet among employees in a manner consistent with the provisions of this policy.
5. **Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space;
 - f. Hacking or gaining unauthorized access to files, resources, or entities;
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
 - h. Using another user's account or password;
 - i. Posting material authorized or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.

6. **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal information, including the addresses or telephone numbers, of students or colleagues.
 - d. Do not use the network in any way that would disrupt its use by other users.
 - e. Consider all communications and information accessible via the network to be private property.
7. **No Warranties** - The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages an individual suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by unforeseen computer/network/Internet problems or a user's errors or omissions. Use of any information obtained via the computers/network/Internet is at a user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.
8. **Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*.
9. **Security** - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the media specialist, building principal and district technology staff. Do not demonstrate the problem to other users.
 - a. Keep your account and password information confidential.
 - b. Do not tamper with or attempt to gain access to computer data for which the user lacks security clearance. This will result in cancellation of user privileges.
 - c. Do not use another user's account or password without written permission from that individual.
10. **Vandalism** - Vandalism shall result in cancellation of privileges and other disciplinary action. Vandalism shall be defined as any attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to,
 - a. the uploading or creation of computer viruses
 - b. any action that inappropriately hinders, delays, or obstructs others in their use of school computers, networks, and/or files or information contained therein
11. **Online Charges** - The district assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges and/or equipment/line costs.
12. **Copyright Web Publishing Rules** - Copyright laws and district policy prohibit republishing of text or graphics found on the Web or on district web sites or file servers, without explicit written permission.
 - a. Employees engaged in producing web pages shall provide the building principal with email or hard copy permissions before the web page(s) are published. Printed evidence or the status of "public domain" documents shall be provided as well.
 - b. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Internet site displaying material shall not be considered a source of permission.
 - c. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
13. **Copyright Web Publishing Rules (continued)**
 - d. Student work and/or photos may be published on district web pages upon receipt of this Agreement unless

the parent(s)/guardian(s) notify the school otherwise. The parent(s)/guardian(s) will receive notification from the cooperating teacher if their child's work/photo is to be posted on the school web page(s) prior to the posting. Students whose work/photo appears on the school web page(s) will be identified by first name only.

14. Use of Electronic Mail

- a. The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid staff members in fulfilling their duties and responsibilities, and as an education tool.
- b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- d. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- f. Use of the School District's electronic mail system constitutes consent to these regulations.

Internet Safety

1. Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in this Authorization, and otherwise follow this Authorization.
2. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this Authorization.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
4. The system administrator and Building Principals shall monitor student Internet access.

Students, parent(s)/guardian(s), and staff members need only sign this *Authorization for Electronic Network Access* once while enrolled or employed by the School District.

Charleston Community Unit School District #1

Employee Authorization for Electronic Network Access

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my files on the server, my use of the Internet, and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the Internet.

DATE: _____

EMPLOYEE NAME

EMPLOYEE SIGNATURE